

17 February 1955

MEMORANDUM FOR: Comptroller

SUBJECT : Write-off of Funds

1. I have approved an amendment to Project AECOB which provides an additional authorization of \$60,000 for operational expenses of the project.

2. The Finance Division through this authorization is requested to provide 400,000 Rubles to the project. Because of the operational use of these Rubles it is impossible to provide the normal accounting. Therefore, it is requested that Finance Division be authorized to write off this amount on the basis of a certification by the project case officer, approved by SR Division, that these funds have been expended for operational purposes.

3. I have satisfied myself that these funds are operationally necessary.

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COP - DVP

DECLASSIFIED AND RELEASED BY  
CENTRAL INTELLIGENCE AGENCY  
SOURCE/METHOD/EXEMPTION 3B2B  
NAZI WAR CRIMES DISCLOSURE ACT  
DATE 2007

*James, C.*

*17 Feb 1955*

*Hand Carried  
to Comptroller's  
Office*

**SECRET**  
SECURITY INFORMATION  
(When filled in)

**INSTRUCTIONS:** Complete this form in triplicate at the time approval or other action on a project is requested, or when an increase or decrease in the fiscal year allocation of funds is necessary. (After processing, one copy will be sent to Finance Division, one returned to the appropriate division or staff, and the original retained in FI/Admin.) For detailed instruction, see CSI 236-1, Annex D.

**FI OPERATIONAL ALLOCATION**

TO : FI/Admin/Budget  
THROUGH: FI/Plans/Projects Branch

SUBJECT: Allocation of funds to ALCOB 5-3400-53-112 Frankfurt  
PROJECT NAME OR ALLOCATION NUMBER STATION OR MISSION

**1. AUTHORIZATION - AMOUNT FOR WHICH APPROVAL OR OTHER ACTION IS REQUESTED:**

Compensation	-----	
Allowances	-----	
Travel	-----	
Operational Expense	-----	
Other:	-----	
<u>Foreign Currency</u>	-----	<u>\$ 60,000</u>
<u>Total</u>	-----	<u>\$ 60,000</u>

Project approved by 1 April 1954  
to 31 March 1955 in the amount of \$115,675.  
[ ] 18 Feb 55  
FI/PLANS/PROJECTS BRANCH DATE

**2. ALLOCATION - ON THE BASIS OF THE ABOVE AUTHORIZATION (PLUS PREVIOUS APPLICABLE AUTHORIZATIONS) THE FOLLOWING AMOUNTS ARE ALLOCATED FROM \_\_\_\_\_ TO \_\_\_\_\_. (ALLOCATIONS MUST BE ISSUED ON FISCAL YEAR BASIS, 1 JUL-30 JUN, AND WILL INCLUDE FUNDS EXPENDED UNDER PRIOR AUTHORIZATIONS.)**

Compensation	-----	
Allowances	-----	
Travel	-----	
Operational Expense	-----	
Other:	-----	
<u>Material</u>	-----	<u>\$ 17,700</u>
<u>Foreign Currency</u>	-----	<u>1,100</u>
<u>Total</u>	-----	<u>2,890</u>
	-----	<u>60,000</u>
	-----	<u>81,890</u>

Allocation issued in the amount of 5-3400-53-112  
for fiscal year 1955  
[ ] 18 Feb 55  
FI/ADMIN/BUDGET DATE

**3. ADMINISTRATIVE - INDICATE BELOW ANY DETAILS THAT WILL ASSIST FINANCE DIVISION IN MAKING ADVANCES, DISBURSEMENTS AND ACCOUNTINGS:**

- A. Type of project? (Subsidy, proprietary, etc.) Other  
B. By what method are payments to be made? Hq., Field, Escrow  
C. Funds will be accounted for by:

- (1) ☐ Receipts only (CFR 9.4)  
(2) ☒ Regular financial accountings (AFR 30-10)  
(3) ☒ Other (Explain): Write off.

**4. OTHER APPROVALS - FINANCE DIVISION MUST HAVE, IN ADDITION TO FI PROJECT APPROVAL, SPECIFIC WRITTEN APPROVAL ON CERTAIN TYPES OF EXPENDITURES BEFORE FUNDS CAN BE ADVANCED. INDICATE BELOW ANY APPROVALS IN THIS CATEGORY THAT HAVE BEEN SECURED:**

- |  |  |
|--|--|
| <input type="checkbox"/> Purchase of automobile                            | <input type="checkbox"/> Approval of administrative plan when required |
| <input type="checkbox"/> Purchase of major items of equipment              | <input type="checkbox"/> Other (Explain):                              |
| <input type="checkbox"/> Rentals in excess of that permitted by regulation |  |

**5. ADDITIONAL CRYPTONYMS, PSEUDONYMS, ETC.**

CASE OFFICER

EXTENSION

DATE

DIVISION CHIEF OR DESIGNEE